

## **CONSULTANT APPLICATION SCORING CRITERION**

The following criterion are used to evaluate consultants applications.

1. Professional qualifications necessary for satisfactory performance of the required service;
2. Past performance on projects of similar scope and nature in terms of cost control, quality of work and compliance with performance schedules and standards;
3. Samples of Work;
4. Supplemental Questionnaire Responses;
5. Specialized experience and technical competence in the type of work required; and,
6. Availability of consultant and capacity to accomplish the work in the required time.

The following table is a sample of the consultant review form used by application reviewers to score consultant applications.

**COUNTY OF SAN DIEGO CEQA CONSULTANT LIST  
CONSULTANT REVIEW FORM**

Subject Area: \_\_\_\_\_

Consultant: \_\_\_\_\_

Criteria	(a) Weight Open enrollment/ Renewal	(b) Score*	(a) x (b) Weighted Score
<b>1. PROFESSIONAL QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>• Educational background</li> <li>• Employment background</li> <li>• Relevant individual experience</li> <li>• Other relevant achievements</li> </ul>	<b>3.0/3.0</b>		
Comments by evaluator:			
<b>2. PAST PERFORMANCE</b> <ul style="list-style-type: none"> <li>• Record of cooperating with Lead Agency staff and applicants</li> <li>• Record of producing a quality product on similar projects</li> <li>• Consultant Past Performance Review Forms</li> </ul>	<b>6.0/7.0</b>		
Comments by evaluator:			
<b>3. SAMPLE OF WORK</b> <ul style="list-style-type: none"> <li>• Clarity of organization and writing</li> <li>• Economy of language</li> <li>• Concise and salient summary</li> <li>• Legal adequacy and completeness</li> </ul>	<b>3.0/4.0</b>		
Comments by evaluator:			
<b>4. SUPPLEMENTAL QUESTIONNAIRE RESPONSES (new applications only)</b> <ul style="list-style-type: none"> <li>• Clarity and organization</li> <li>• Accuracy of response</li> <li>• Economy of language (concise and salient)</li> <li>• Overall completeness and quality</li> </ul>	<b>3.0/n/a</b>		
Comments by evaluator:			
<b>5. SPECIALIZED EXPERIENCE/TECHNICAL COMPETENCE</b> <ul style="list-style-type: none"> <li>• County of San Diego experience</li> <li>• Knowledge of County regulations and processes</li> <li>• Experience in subject area</li> <li>• Licenses and specialized training</li> </ul>	<b>3.0/3.0</b>		
Comments by evaluator:			
<b>6. CONSULTANT AVAILABILITY AND TIMELINESS OF WORK</b> <ul style="list-style-type: none"> <li>• Consultant Past Performance Review Forms</li> <li>• For new applications: <ul style="list-style-type: none"> <li>- Supplemental Questionnaire responses</li> </ul> </li> <li>• For renewal applications: <ul style="list-style-type: none"> <li>- availability to consistently attend meetings, including those with short notice</li> <li>- history of completing work within required timelines</li> </ul> </li> </ul>	<b>2.0/3.0</b>		
Comments by evaluator:			
<b>TOTAL WEIGHTED SCORE</b>			

\* Five points possible in each category. 100 points possible with criteria weighting.